

## 2015-2016 Career Pathway Request Guidance

This guidance document is designed to provide districts/schools with all requirements, processes, and procedures that will be used for career pathway requests.

1. All approved pathways (**except those in the Law and Public Safety program area**) are on the KDE website in the Preview to Pathways document, which can be found at the following URL:  
[http://education.ky.gov/CTE/ctepa/Documents/MASTER%20Preview%20to%20Career%20Pathways%20Document%202015\\_2016%20v1.pdf](http://education.ky.gov/CTE/ctepa/Documents/MASTER%20Preview%20to%20Career%20Pathways%20Document%202015_2016%20v1.pdf)
2. Any special approvals that were granted prior to the 2015-2016 school year must be resubmitted and reviewed using the new online Special Approval form.
3. Courses count in a pathway during the year the courses were taken. For example, if a student took Digital Literacy in 14-15 and it was part of their pathway, that credit would count for that student until they graduate. However, if Digital Literacy is no longer part of the pathway in 15-16, and a student takes it in 15-16, regardless of the year they started their pathway, it will **not** count.
4. For 2015-2016, the following procedures will be followed:
  - I. If your school has a pathway/CIP Code already in TEDS and:
    - a. Your school plans to follow the courses listed in the approved pathway, then you will not need to do anything.
    - b. Your district/school wants to include a course in the pathway that is not part of the approved pathway, then you will need to complete a [Career Pathway Special Approval Form](#) and provide justification for the use of that course. You will also need to include all courses that you offer at your school that you wish to count towards the pathway.
    - c. Your school wants to remove that pathway, then you will need to ensure that all students that were in the pathway have left their home school (through graduation/transfer/dropout) and submit an email to the [State TEDS Coordinator](#) with the name and CIP Code of the pathway you wish to remove.
  - II. If your school does not have a pathway/CIP Code in TEDS and:
    - a. Your school plans to follow the courses listed in the approved pathway, then you will need to send an email to the [State TEDS Coordinator](#) with the pathway name and CIP Code that you will be using.
    - b. Your school wants to offer the pathway, but use a course that is not part of the approved pathway, then you will need to complete a [Career Pathway Special Approval Form](#) and provide justification for the use of that course. You will also need to include all courses that you offer at your school that you wish to count towards the pathway.
  - III. If your school wants to create a new and innovative pathway that is not an approved KDE pathway, then you will need to submit [New Career Pathway Creation Request](#) to the Career Pathways Branch (all instructions included in the linked document).
  - IV. All requests in sections I-III are required to be completed and submitted in the 2015-2016 Career Pathway request window. The request window is from February 1<sup>st</sup> – October 1<sup>st</sup> and please allow 2-3 weeks for review/approval.

## 2015-2016 CAREER PATHWAY REQUEST GUIDANCE

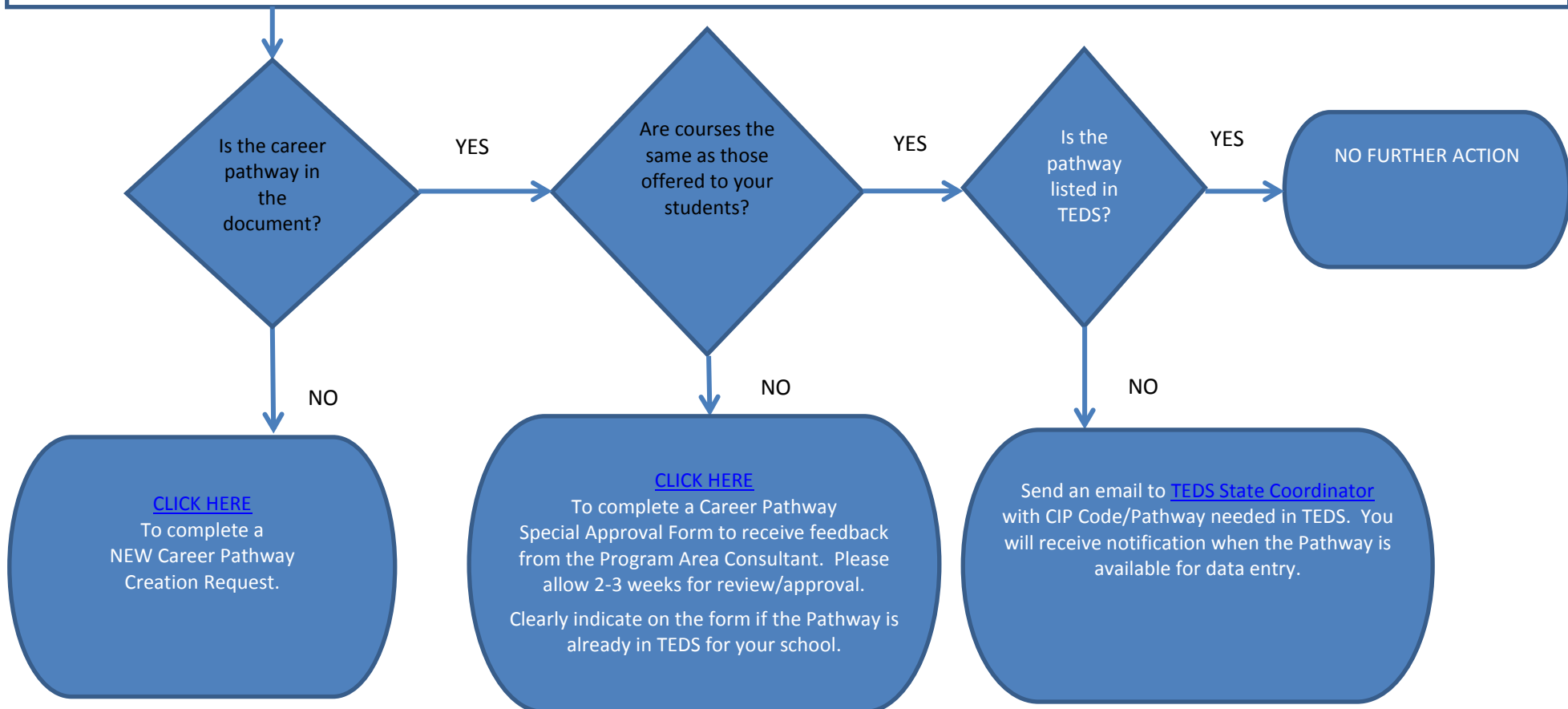
### STEP ONE:

Access and review the “2015-2016 Preview to Career Pathways Document” published by the Office of Career & Technical Education.

<http://education.ky.gov/CTE/ctepa/Pages/default.aspx>

### STEP TWO:

For EACH pathway, compare the list of courses listed in the document to the courses advised to students at your school for the pathway.



**CAREER PATHWAY SPECIAL APPROVAL FORMS MUST BE SUBMITTED IN THE WINDOW OF FEBRUARY 1<sup>ST</sup> THRU OCTOBER 1<sup>ST</sup>.**